



# Board Agenda Item 40

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DATE: May 25, 2021

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Interim Director of Human Resources

SUBJECT: Salary Resolution Amendment, Chief Appraiser Classification Consolidation

RECOMMENDED ACTION(S):

**Approve Amendment to the Salary Resolution deleting the Chief-Auditor Appraiser classification, removing the Chief-Auditor Appraiser allocation, and increasing the Chief Appraiser allocation to two positions in the Assessor-Recorder Department, effective May 31, 2021, as reflected in Appendix C.**

There is no increase in Net County Cost (NCC) associated with the recommended actions. Approval of the recommended action will better balance the responsibilities between the Personal Property Chief and the Real Property Chief, as well as open the promotion pool to allow Appraisers under the Real Property Division to promote to the Personal Property Division Chief position. This item impacts the Assessor-Recorder Department.

ALTERNATIVE ACTION(S):

Your Board may choose to leave the classifications as currently titled and allocated.

FISCAL IMPACT:

There is no fiscal impact with the recommended action. There is no net change in allocations or salaries.

DISCUSSION:

The Assessor-Recorder Department has historically had two assessment divisions, Personal Property and Real Property, each having a chief to oversee the respective duties. The Personal Property division is much smaller than the Real Property division, and this difference has created an imbalance in responsibilities for the Chief Appraiser and Chief Auditor-Appraiser positions, which are similar classifications. Moreover, the small size of the Personal Property Division, overseen by the Chief Auditor-Appraiser, has limited the pool of candidates able to promote to the Chief Auditor-Appraiser position.

The Human Resources Department reviewed the classifications and found that many comparable agencies do not distinguish between their Personal and Real Property Chief classifications and instead have one Chief Appraiser classification. The Assessor-Recorder Department's organizational chart supports the need to reorganize some of the reporting duties to better balance the scope of the chief positions. Currently the Chief Auditor-Appraiser oversees a significantly smaller staff than the Chief Appraiser. With the new Chief Appraiser job specification, the staff and workflow can be better divided amongst the chief positions. Moreover, this change will broaden the applicant pool by allowing Appraisers under the Real Property division to qualify for the Personal Property Division's Chief position; currently only employees with

experience in the Personal Property division qualify. Modifying the job specifications to make them equivalent will distribute responsibilities and allow both Appraisers and Auditor Appraisers to promote into a chief position for either division.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C

CAO ANALYST:

Yussel Zalapa